



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 06-2011

**OPEN TO:** All Interested Candidates  
**POSITION:** Protocol Assistant, FSN-09\*; FP-05\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** February 7, 2011  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 1,000,830\* (Grade 09)

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

**NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Algeria is seeking an individual for the position of Protocol Assistant in the Executive Office.

**BASIC FUNCTION OF POSITION**

The incumbent serves as a protocol assistant to the Ambassador and the Deputy Chief of Mission, and other mission officials by providing protocol guidance and protocol liaison with the host government and the local population. Acts as editor of French and Arabic correspondence prepared by other, ensuring a high quality of written expression, and prepares occasional French or Arabic correspondence as necessary.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** University degree in English or Translation is required.

**2. Prior Work Experience:** Four years of progressively responsible office work in translation and /or international relations is required.

**3. Language Proficiency:** Level IV English, French and Arabic is required.

**4. Other criteria:** Comprehensive knowledge of host government protocol practices and a familiarity with general etiquette and social mores of the host country are required. An awareness of those aspects of the political structure and situation within the country affecting protocol and a clear understanding of protocol source references and Department of State protocol and correspondence procedures are also required.

**5. Other Skills and Abilities:** Initiative, patience, and close attention to detail; exceptional tact and diplomacy are required for dealing with very high-level host government, business, academic, institutional, religious, and social leaders and with diplomats of other missions. Proficiency in word processing is required. Level II (40wpm) typing ability is required.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

### **TO APPLY**

*Interested applicants for this position must submit (1) and (2) below:*

1. Preliminary Documentation
  - Current Resume. A current resume or curriculum vitae that provide the same information as a DS-174.
  - Letter of Interest. You must attach to the letter:
    - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
  - Copies of relevant diplomas or degrees (as required) by the position.

- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Website).
- Can be submitted if selected for an interview.

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: Open Until Filled**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Protocol Assistant, Vacancy Announcement #06-2011

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalqiers\_app@state.gov**

**Note: Only the best qualified applicants will be contacted for a test and an interview**